

IRG PC Move Procedures

1. Principal Office Coordinators or Executive Officers must complete the following IRG Move Request Form to request the move of computer equipment. The form (which can also be found in the OCIO/IRG Procedures bulletin board as a WordPerfect 5.1/5.2 document) needs to be submitted at least 5 days before the requested move date for moves of 10 or fewer PCS (or other computer hardware). The form must be submitted at least 10 business days prior to the requested move date for moves of 10 or more PCS (or other computer hardware) and for the surplus of excess computer equipment. The completed paper form should be submitted to the appropriate Principal Office Contact in OCIO. (A list may be found on the OCIO web page.) Or the WordPerfect form may be completed and attached to a cc:Mail message addressed to #CUSTOMER SERVICE.
2. Principal Office Coordinators or Executive Officers shall identify and separate all surplus equipment that is in good working condition from that which is not. Computers that are in good working condition should be wiped free of all software, with the exception of DOS and Windows, prior to the scheduled pickup date.
3. An OCIO representative will respond to the move requester within three business days of the move request to provide a date that the computer equipment will be moved. Principal Office staff should understand that move requests are scheduled in the order that they are received. Offices should notify OCIO of planned moves with as much advance warning as possible in order to increase the probability of having their computer equipment moved on the desired date.
4. An OCIO representative will contact the move requester prior to the scheduled computer equipment move in order to verify that all necessary site work related to the move has been completed.

IRG MOVE REQUEST WORKSHEET

☐ PC Move Request
☐ Request to Excess Surplus Equipment
☐ Telephone Move Request

Desired Move Date: _____

Desired Surplus Date: _____

Desired Move Date: _____

NAME	ITEM DESCRIPTION	BARCODE #	MANUFACTURER MODEL #	TELEPHONE #	FROM			TO		
					POC	BLDG	ROOM	POC	BLDG	ROOM
		ED		LOG D 						
		ED		LOG D 						
		ED		LOG D 						
		ED		LOG D 						
		ED		LOG D 						
		ED		LOG D 						
		ED		LOG D 						

SIGNATURES:

Executive Office/Tele. No.
 PO Liaison/Requestor/Tele. No.
 IRG Liaison/Tele. No.
 Technician/Completion Date